

**BY ORDER OF THE CHIEF,  
NATIONAL GUARD BUREAU**



**AIR NATIONAL GUARD POLICY  
DIRECTIVE 90-2103**

**15 MAY 2003**

**Command Policy**

**COMPLIANCE AND STANDARDIZATION  
REQUIREMENT LIST (C&SRL) ELEMENT/  
WORKCENTER SUPERVISOR**

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This directory implements Air Force Policy Directive (AFPD) 90-2, *The Inspection System*, and is applicable to all Air National Guard (ANG) flying units. Compliance with this directory and its parent instruction Air National Guard Instruction (ANGI) 21-101, *Maintenance Management of Aircraft*, is mandatory. Units will supplement this publication with items developed from appropriate technical data, Air Force Occupational Safety and Health (AFOSH) Standards (STD), local operating instructions (OI), etc., to assess internal compliance. Higher Headquarters/Inspector General (HHQ/IG) may use this directory in whole or in part during evaluations and exercises.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

**1.** The items listed do not constitute the order or limit the scope of the inspection/assessment. As a minimum, units will use this directory in conjunction with the annual unit self-inspection. The objective is to identify deficiencies that preclude attainment of required capabilities.

**Table 1. Element/Workcenter Supervisor**

ITEM NO.	ITEM AND REFERENCES (All references are to ANGI 21-101 unless otherwise indicated)	YES	NO	N/A
<b>Element/Workcenter Supervisor.</b>				
1.	Technical Support.			
1.1.	Does the element/workcenter supervisor perform production and supervisory inspections? (2.7.3.)			
1.2.	Does the element/workcenter supervisor review new, revised, or changed publications/technical orders and brief personnel on significant changes? (2.7.11.)			
1.3.	Does the element/workcenter supervisor determine if new or changed publications affect the qualifications of personnel? (2.7.11.)			
1.4.	Does the element/workcenter supervisor ensure publications are current and required publications are available to meet weapon system requirements? (2.7.11.)			
1.5.	Does the element/workcenter supervisor solicit input and promote the Product Improvement and Reliability and Maintainability (R&M) Programs as outlined in TO 00-35D-54? (2.7.12.)			
1.6.	Does the element/workcenter supervisor manage the repair cycle program? (2.7.13.)			
2.	Maintenance Management (Policy enforcement & production supervision).			
2.1.	Does the element/workcenter supervisor enforce strict adherence to technical data and management procedures? (2.7.1.)			
2.2.	Does the element/workcenter supervisor ensure all personnel understand the importance of using current technical data and advocate use of the TO improvement program (TO-00-5-1)? (2.7.1.)			
2.3.	Does the element/workcenter supervisor ensure workcenters TO files are maintained according to TO 00-5-2? (2.7.1.)			
2.4.	Does the element/workcenter supervisor conduct face-to-face counseling with personnel who violate directives? (2.7.1.)			
2.5.	Does the element/workcenter supervisor identify items requiring calibration or operational check before installation and provide a list of these items for distribution to LRS and maintenance? (2.7.6.)			
2.6.	Do workcenter supervisors evaluate personnel to ensure they possess the required skills to perform and meet the wartime tasking? (5.3.2.)			

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2.7.	Does the element/workcenter supervisor provide work and workforce planning factors (projected leaves, section backlog, etc) to maintenance supervision? (2.7.10.)			
2.8.	Does the element/workcenter supervisor review, evaluate, and take corrective action based on QA and other inspection reports? (2.7.4.)			
2.9.	Does the element/workcenter supervisor determine maintenance tasks requiring IPI and forward IPI listing through maintenance supervision for consolidation? (2.7.15.)			
2.10.	Does the element/workcenter supervisor review documented discrepancies for the workcenter on a daily basis (CAMS screen #100/380 and G081 #8069/9129a/67033) to monitor scheduled and deferred events? (2.7.18.)			
2.11.	Does the element/workcenter supervisor ensure personnel and equipment are identified and prepared to meet deployment tasking IAW AFI 10-403, <i>Deployment Planning</i> , AFI 10-215, <i>Personnel Support for Contingency Operations (PERSCO)</i> , and AFMAN 10-401, <i>Operations Plan &amp; Concept Plan Development and Implementation</i> ? (2.7.22.)			
2.12.	Does the element/workcenter supervisor evaluate the quality of maintenance and qualifications of personnel through observation and inspection of maintenance actions, and initiate corrective actions as required? (2.7.23.)			
2.13.	Does the element/workcenter supervisor ensure TMDE maintenance and calibration requirements are met? (2.7.25.)			
2.14.	Does the element/workcenter supervisor ensure TMDE that is overdue calibration, is not used without ANG/LGM approval for calibration extension? (2.7.25.)			
2.15.	Does the element/workcenter supervisor ensure technicians are available for debrief, as requested, to assess weapon system performance? (2.7.26.)			
2.16.	Does the element/workcenter participate in the Bad Actor Program according to TO 00-20-1 and 00-35D-54, <i>Deficiency Reporting</i> ? (2.7.27.)			
2.17.	Does the element/workcenter supervisor maintain AFTO Form 95, <i>Historical Records</i> ; on selected, significantly repairable, serialized components for which historical failure data would enhance repair? (2.7.32.)			
2.18.	Does the element/workcenter supervisor maintain a current copy of the Qualified Products Listing (QPL)? (2.7.33.)			

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2.19.	Does the element/workcenter supervisor ensure workcenter specific workcenter responsibilities are followed IAW ANGI 21-105, <i>Corrosion Control, Nondestructive inspection, and Oil Analysis Programs?</i> (2.7.29.)			
2.20	Does the element/workcenter supervisor maintain WRM assets such as 463L pallets, chutes, support equipment, vehicles, etc.? (2.7.8.)			
3.	Forms and MIS Documentation.			
3.1.	Does the element/workcenter supervisor ensure aerospace equipment forms and MIS documentation are completed, accurate, and accomplished for each shift? (2.7.2.)			
3.2.	Does the element/workcenter supervisor ensure aircraft status is accurately reflected in both the maintenance forms and the MIS? (2.7.2.)			
3.3.	Does the element/workcenter supervisor ensure all discrepancies, completed maintenance actions, inspections, serially controlled components, TCTOs, deferred discrepancies, etc., are documented and input into the MIS system as soon as possible, but no later than the end of shift? (7.1.2.)			
3.4.	Does the element/workcenter supervisor ensure personnel follow procedures for identifying, recording, and clearing repeat/recur and CND discrepancies? (2.7.5.)			
3.5.	Does the element/workcenter supervisor ensure personnel know how to use MIS? (2.7.17.1.)			
3.6.	Does the element/workcenter supervisor ensure personnel know how to interpret products and reject narratives? (2.7.17.2.)			
3.7.	Does the element/workcenter supervisor ensure personnel know how to request background products? (2.7.17.3.)			
3.8.	Does the element/workcenter supervisor ensure personnel are trained in job data documentation? (2.7.17.4.)			
3.9.	Does the element/workcenter supervisor provide location of appropriate MIS Manuals? (2.7.17.5.)			
3.10.	Does the element/workcenter supervisor review workcenter MIS data entries for the previous day, and all preceding non-duty days, for job accuracy and completeness (CAMS screen #100 and G081 screen 8070)? (2.7.19.)			
4.	Tool Control and Accountability.			

ITEM NO.	ITEM AND REFERENCES (All references are to ANGI 21-101 unless otherwise indicated)	YES	NO	N/A
4.1.	Does the element/workcenter supervisor ensure adequate CTKs, equipment and special tools are available to support weapon system requirements? (2.7.7.)			
4.2.	Does the element/workcenter supervisor manage tool storage and tool replacement? (2.7.7.)			
5.	Supply Discipline.			
5.1.	Does the element/workcenter supervisor manage the repair cycle program? (2.7.13.)			
5.2.	Do all personnel understand a repairable item is as important as a serviceable item, since the repairable may be the only part available and therefore, promptly process repairable items? (8.5.4.1.)			
5.3.	Do all personnel understand how to assign a valid supply delivery priority to each demand? (8.5.4.2.)			
5.4.	Do all personnel know to notify the CSR in CSSM to cancel both erroneous requests and those requests that are no longer required? (8.5.4.3.)			
5.5.	Do all personnel know to notify the CSR to downgrade Urgency Justification Code (UJC) as necessary (NMC to delay discrepancy, etc.) to save transportation costs? (8.5.4.3.)			
5.6.	Do all personnel know the proper use of the UJC on parts requests, to designate the impact and type of need? (8.5.4.5.)			
5.7.	Do all personnel know how to verify and monitor backordered requests to prevent unwarranted mission limiting conditions, cannibalizations, priority abuses and wasted money? (8.5.4.6.)			
5.8.	Are all personnel aware of the requirement to recycle reusable containers and metals? (8.5.4.7.)			
5.9.	Do all personnel know how to turn in excess materiel? (8.5.4.8.)			
5.10.	Are all personnel aware of the importance of recording usage of an item in the supply system by processing TRNs? (8.5.4.9.)			
5.11.	Do personnel know DIFM inputs are critical to recording and getting credit for proper repair cycle times? (8.5.4.10.)			
5.12.	Do personnel know the SPD must approve the local purchase of all aircraft parts? (8.5.4.11.)			
5.13.	Does the workcenter supervisors determine the contents of their bench stock? (8.6.1.)			
5.14.	Does the element/workcenter supervisor spot-check bench stock and operating stocks to ensure compliance and supply discipline. (2.7.21.)			

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5.15.	Does the workcenter supervisor make every effort to use unserviceable assets for shadow boards? (8.6.1.)			
5.16.	Does the workcenter supervisor establish levels to provide 60 days usage on their bench stock? (8.6.1.)			
5.17.	Does the workcenter supervisor mark bench stock bins containing 50 percent or less of the authorized quantity to facilitate monthly inventories? (8.6.1.1.)			
5.17.1.	Does the workcenter supervisor maintain environmentally sensitive items in their original containers? (8.6.1.2.)			
5.18.	If removed from original container, are the items placed in a sealed package and clearly marked to prevent misidentification and avoid misuse mistakes? (e.g. seals, desiccant, filters, circuit cards, sealants)? (8.6.1.2.)			
5.19.	Does the workcenter supervisor remove unidentifiable items, or items whose serviceability is unknown, from bench stock bins and process them as shop scrap through the DRMO. (8.6.1.3.)			
5.20.	Does the workcenter supervisor control and secure any precious metals displayed? (8.6.1.4.)			
5.21.	Does the workcenter supervisor dispose of property containing precious metals in compliance with AFMAN 23-110? (8.6.1.4.)			
5.22.	Does the workcenter supervisor set up fixed or mobile bench stocks to provide quick and easy access to bits and pieces needed to support maintenance efforts? (8.6.1.5.)			
5.23.	Does the workcenter supervisor ensure mobile bench stocks do not present a FOD hazard? (8.6.1.5.)			
5.24.	Does the workcenter supervisor identify and control the issue and turn-in of hazardous material/items on bench stock listings? (8.6.1.6.)			
5.25.	Does the workcenter supervisor maintain shop stock for day-to-day operations? (8.6.2.)			
5.26.	Does the workcenter supervisor monitor shop stock to prevent materials from becoming excessive or outdated? (8.6.2.)			
5.27.	Does the workcenter supervisor ensure shop stocks do not exceed 90 days usage, or the unit of issue or unit pack, whichever is greater? (8.6.2.)			
5.28.	Does the workcenter supervisor store shop stock near/adjacent to bench stock items, if practical, but does not mix them together? (8.6.2.)			

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5.29.	Does the workcenter supervisor clearly identify materials as “Shop Stock” and label them with noun, national stock number or part number, unit of issue, and shelf life, if applicable. (8.6.2.)			
5.30.	Does the workcenter supervisor store operating stock near/ adjacent to bench stock items, if practical, but does not mix them together? (8.6.3.)			
5.31.	Does the workcenter supervisor monitor operating stock to prevent it from becoming excessive or outdated? (8.6.3.)			
5.32.	Does the workcenter supervisor retain partially used bench stock items in bench stock and not in operating stock? (8.6.3.)			
5.33.	Does the workcenter supervisor identify, tag, and turn in operating stock with no forecasted use IAW AFMAN 23-110? (8.6.3.)			
5.34.	Does the workcenter supervisor clearly identify items as “Operating Stock” and label them with noun, national stock number or part number (if applicable), unit of issue, and shelf life, if applicable. (8.6.3.)			
5.35.	Does the workcenter supervisor store work order residue near/ adjacent to bench stock items, if practical, but does not mix them together? (8.6.4.)			
5.36.	Does the workcenter supervisor ensure excesses are consolidated for turn-in to LRS, when possible? (8.6.4.)			
5.37.	Does the workcenter supervisor clearly identify items as “Work Order Residue” and label them with noun, national stock number or part number, unit of issue, and shelf life, if applicable? (8.6.4.)			
5.38.	Does the workcenter supervisor control all work order residues used on or around aircraft, uninstalled engines, and AGE? (8.6.4.)			
5.39.	Does the element/workcenter supervisor review the D23 weekly and other pertinent supply products to ensure proper supply discipline? (2.7.13.)			
5.40.	Does the element/workcenter supervisor maintain a master equipment ID number lists when required? (2.7.30.)			
6.	Training.			
6.1.	Does the element/workcenter supervisor evaluate assigned personnel and determine training needs? (2.7.20.)			
6.2.	Does the element/workcenter supervisor track training requirements and ensures personnel attend required training? (2.7.20.)			

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6.3.	Does the element/workcenter supervisor ensure training documentation is accurate and, when applicable, ensures AETC TRSS developed training materials are used to supplement qualification training? (2.7.20.)			
6.4.	Does the element/workcenter supervisor monitor, track, and ensure occupational safety, fire prevention, occupational and environmental health requirements, and respirator training (initial and recurring) are accomplished for assigned personnel? (2.7.14.)			
6.5.	Does the element/workcenter supervisor evaluate skills, aptitudes, and proficiency of assigned personnel to develop workcenter training requirements? (2.7.16.)			
6.6.	Does the element/workcenter supervisor ensure CUT requirements are identified as required by the unit mission, and are implemented according to command training instructions and ANGI 21-101, Chapter 1? (2.7.16.)			
6.7.	Does the element/workcenter supervisor ensure personnel are trained on specific MIS subsystems? (2.7.17.)			
6.8.	Does the element/workcenter supervisor ensure the training of and annual re-certifying of crash recovery team personnel? (2.7.31.)			
7.	Safety.			
7.1.	Does the element/workcenter supervisor ensure housekeeping, safety; security and environmental control standards are followed? (2.7.9.)			
7.2.	Have all managers and supervisors incorporated ORM within the workplace? (9.1.)			
7.3.	Does the element/workcenter supervisor establish a workcenter safety program designed specifically for mishap prevention, and the identification and abatement of hazards IAW AFOSH standards and other applicable safety related directives? (9.2.)			
7.4.	Have managers and supervisors at all levels identified the sources of hazards within the work environment and applied appropriate safety practices to avoid injuries to personnel and damage to equipment? (9.1.)			
7.5.	Do managers and supervisors at all levels ensure established procedures and directives are followed and that personnel use the appropriate PPE? (9.1.)			



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7.6.	Do managers and supervisors control potential physical, fire, and health hazards by proper training prior to job accomplishment, appropriate work procedures, and supervisory controls IAW AFOSH Standards? (9.1.)			
7.7	Have managers and supervisors documented safety plans, actions, hazards, and personnel training with the appropriate AF forms? (9.2.)			
7.8.	Do managers and supervisors ensure all personnel receive safety, fire protection, and health on-the job training upon initial assignment and whenever there is a change in equipment, procedures, processes or safety, fire protection, and health requirements? (9.3.)			
7.9.	Do supervisors document safety-related training on AF 55, IAW AFI 91-301. (9.3.)			
7.10.	Do supervisors perform self-inspections to assess the safety environment of the unit? (9.4.)			
7.11.	Do supervisors ensure all workcenter operators of vehicles on the flightline first obtain training and possess a valid flightline driving permit, and AF 483, Certificate of Competency before driving on the flightline? (9.8.)			
7.12.	Do supervisors ensure personnel utilize Lockout Tagout procedures to isolate machinery or equipment (in off-equipment areas) when the unexpected energizing, startup, or release of stored energy could cause injury? (9.11.)			
7.13.	Do supervisors ensure personnel use the AF 1492 to "flag" a condition that could cause damage or injury if ignored for on-equipment aircraft maintenance? (9.12.)			
7.14.	Have units established an OI for the use and application of Warning Tags? (9.12.2.)			
7.15.	Do supervisors ensure AF 979 is only used when an immediate hazard exists and specific precautions are required to protect personnel or property or as required by TOs, instructions, or other directed requirements? (9.13.)			
7.16.	Do supervisors ensure AF 979 is not used for on-equipment aircraft maintenance? (9.13.)			
7.17.	When PPE is required does supervision ensure personnel are provided the appropriate PPE for the hazard and are trained in its use, inspection and care? (9.14.)			

ITEM NO.	ITEM AND REFERENCES (All references are to ANGI 21-101 unless otherwise indicated)	YES	NO	N/A
7.18.	Do Commanders, functional managers, and supervisors ensure all confined spaces that fall under their purview are properly identified, both permit and non-permit required? (9.15.)			
7.19.	If Commanders, functional managers, and supervisors have identified confined spaces within their chain of command or under their direct supervision have they implemented a confined spaces program as outlined in AFOSH Std 91-25, <i>Confined Spaces</i> ? (9.15.)			
7.20.	Does the supervisor ensure all personnel required to enter a confined space are properly trained, equipped, and qualified and that the training is documented prior to entry? (9.15.)			
7.21	Do supervisors ensure cordless tools authorized for use on JP-8 serviced aircraft are not used during fuel servicing? (9.17.1.1.)			
7.22.	Do supervisors ensure cordless tools and Mag lites authorized for use on JP-8 serviced aircraft are not used during fuel system/tank/cell maintenance, to include removal of any panels that provide access to fuel cells/tanks, or probes, and engine enclosures? (9.17.1.2.)			
7.23.	Do supervisors ensure cordless tools authorized for use on JP-8 serviced aircraft are not used within 5 feet of a fuel vent? (9.17.1.3.)			
7.24.	Do supervisors ensure batteries of cordless tools or Mag lites authorized for use on JP-8 serviced aircraft are not charged or changed in a Class I hazardous atmosphere? (9.17.1.4.)			
7.25.	Do supervisors ensure cordless tools authorized for use on JP-8 serviced aircraft are not used in the vicinity of known or suspected fuel leaks? (9.17.1.5.)			
7.26.	Do supervisors ensure Mag lite type flashlights authorized for use on JP-8 serviced aircraft, to include fuel servicing, are not within 1 foot of fuel vents and are 6 volts or less? (9.17.1.6.)			
7.27.	Do supervisors ensure no personally purchased communications devices (cell phones, pagers etc) will be allowed on the flightline or in hangar floor areas? (9.18.1.)			
8.	Quality Assurance and Configuration Management.			
8.1.	Does the performing workcenter notify QA prior to start of first TCTO? (2.7.34. & 15.12.2.3.8.)			
9.	Special Programs - Special Certification Roster.			
9.1.	Does the element/workcenter supervisor review each individual's qualifications prior to recommending the individual for approval to perform SCR tasks through their chain of command? (18.2.4.)			

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9.2.	Does the workcenter supervisor review and sign their portion of the SCR semi-annually to verify that all entries are current, accurate and task certifications have been completed? (18.2.)			
9.3.	Does the element/workcenter supervisor retain a copy of their SCR nominations until they verify proper loading? (18.2.4.)			
10.	Special Programs - Cannibalization Program.			
10.1.	Does the supervisor closely control CANN actions? (18.5.3.)			
10.2.	Does the supervisor ensure personnel are trained to perform and document CANN actions? (18.5.12.)			
11.	Self-Inspection Program.			
11.1	Has the element/workcenter supervisor implemented and executed a self-inspection program IAW ANGI 21-101, Chapter 18? (2.7.28.)			
11.2.	Do supervisors use ANG Compliance and Standardization Requirements Lists (C&SRLs) as a minimum to conduct their self-inspection? (18.21.2.)			
11.3.	In addition to C&SRLs checklists, do supervisors use locally developed checklists tailored to specific unit requirements if needed? (18.21.2.3.)			

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